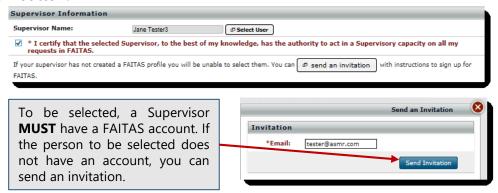
Supervisor Selection

FAITAS users who plan on utilizing FAITAS for Training, Certification, Continuous Learning, Fulfillment/Equivalency, and/or Warrant requests must select a Supervisor from active FAITAS accounts. Users will need to update their Supervisor selection if their current Supervisor changes his/her Agency within FAITAS as the Supervisor role will automatically be removed upon agency update. Employees will receive a system-generated email alerting them to the need to update their Supervisor selection within FAITAS if this occurs.

SELECTING SUPERVISOR: EMPLOYEE PERSPECTIVE

 To select a Supervisor, navigate to My Account | Update Supervisor. Select a user to act as your Supervisor. Read and respond to the verification statement and click the Update Information button.



NOTE: A system-generated Supervisor Designation Request is sent to a newly selected Supervisor if the Supervisor is different from the previously recorded Supervisor. Until a newly selected Supervisor approves the request, the current Supervisor remains as the assigned Supervisor.

2. Verification text confirms your Supervisor was updated and that a **Supervisor Designation Request** was sent to the selected Supervisor.



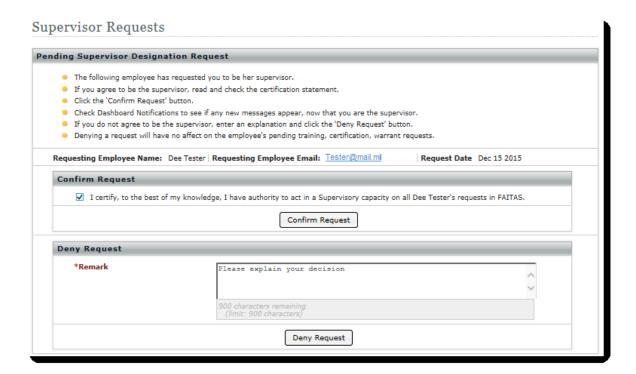
SELECTING SUPERVISOR: SUPERVISOR PERSPECTIVE

 The newly designated Supervisor receives a system-generated notification and the Supervisor Designation Request displays in the Supervisor's Dashboard My Notifications widget or Manage Employees | Supervisor Requests.

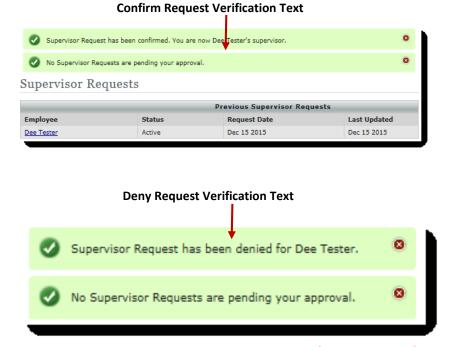




2. Selected Supervisors can **Confirm Request** or **Deny Request**. A **Remark** is required for a **Deny Request** decision.



3. Verification text displays.





**For Additional Details and Information, navigate to Help | User Guides | Quick Start Guides **